

THE SRI LANKA BRANCH OF THE INSTITUTION OF FIRE ENGINEERS.
U.K - THE “ CONSTITUTION”

1. NAME

The name of the branch shall be The Sri Lanka Branch of the institution of Fire Engineers, U.K. and shall bear the short title of IFE (Sri Lanka) Branch.

2. OBJECT

To foster and support the institution of Fire Engineers in its objects and so far as is possible within the structure of the branch, to subscribe to and carry out the object, namely:

To promote, encourage and improve the science and practice of Fire Extinction, Fire prevention and Fire Engineering, and all operations and expedients connected therewith, and to give an impulse to ideas likely to be useful in connection with or in relation to such science and practice to the members of the institution and the community at large.

In furtherance of the above object, and ancillary to it the branch may :

- a) Enable members to meet and to correspond and to facilitate the interchange of ideas respecting improvements in the various branches of the said science, and publication and communication of information on such subjects and to co-ordinate and encourage groups within the branch.
- b) Do all other things incidental or conducive to the attainment of the above or any of them.
- c) Do all in its power to prepare and produce suitable candidates for membership of the institution as requisite and to encourage and assist members to attain corporate membership.

3. MEMBERSHIP

- a) All life fellows, fellows, Honorary fellows, members, associates, Graduates, Affiliates, Students and any remaining licentiates and individual Affiliates shall be eligible for membership of the branch as long as they are members of the institution and not in arrears with annual subscriptions.
- b) Those institution members as in (a) above may be admitted to membership of the branch at the discretion of the committee (council). The committee may also admit as honorary branch member any other persons who are prepared to render technical assistance to the branch.

c) Every branch member shall, on election and on the first day of April in each year pay an annual subscription of an amount to be decided by the members of the branch at a general meeting.

The amount shall not exceed 50 per cent of the annual subscription of the member payable to the general council of the institution in the United Kingdom. In the case of groups the subscription shall be collected by the group treasure, who shall retain a percentage of the subscriptions to meet group expenses and remit the remainder to the branch treasurer to be used to meet expenses in the running of the branch. The amount of subscriptions and the percentage to be retained by the group shall be determined by the branch concerned.

d) A member of the branch shall have his membership terminated in the event of such person's annual subscription being in arrears for twelve months from the date of the same becoming payable subject to due notice being given.

e) In the case of each member elected in the last three months of any financial year the fire subscription shall cover both the year of election and the succeeding year, But shall only entitle the person elected to the proceedings published after his election.

f) Members of at least 15 years standing, may from 1st April in the financial year following the attainment of the age of 60, make a payment of twice the annual subscription which shall entitle them to remain members of the branch during their lifetime without the payment of any further annual subscriptions.

4. MEETINGS

a) An annual general meeting shall be held in or about the month of April of each year at which the accounts of the previous year shall be submitted for approval and the committee (council) and officers for the ensuing year shall take office having been elected in accordance with rule 5.

b) Extraordinary General Meetings shall be held as required at times and places to be determined by the committee (council) notice of which shall be communicated in writing to all members of the branch not less than nine days prior to the day of the meeting. Such notice shall specify the exact business to be discussed at the meeting, and no business shall be transacted or resolution proposed of which notice has not been given.

c) On a requisition in writing signed by or on behalf of ten members being received by the honorary secretary an extraordinary general meeting shall be called forthwith giving at least nine days and not more than twenty-one days notice thereof. Such notice shall specify the exact business to be discussed at the meeting, and no business shall be transacted or resolution proposed of which such notice has not been given.

d) Every member present at a branch meeting, irrespective of class, shall have one vote, but in cases of equality of voting, the chairman, (president) shall have a second or casting vote.

5. BRANCH COMMITTEE (COUNCIL) AND OFFICERS

a) The branch shall elect members to form a branch committee (council).

b) There shall be elected at the annual general meeting, a chairman (president), vice chairman (vice president), Hon. Secretary and Hon. Treasurer (which office may be joined with that of Hon. secretary), an auditor and a committee (council). The retiring chairman (president shall also be eligible for membership of the committee (council) for one year following his retirement from that office. He office of chairman (president shall not be held by the same person for longer than three consecutive years.

The Sri Lanka Branch Committee of the institution shall consist of eleven members, of which six must be duty employed by a uniformed Fire Service, i.e. Airport Fire Authority.

c) All members of the branch of any class shall be eligible for election as officers or to the committee (council) subject only to members, other than lie fellows, fellows, members and associate members, not exceeding gone third of the total number of members of the Committee (council).

d) The officers other than the auditor shall be entitled to be present and vote at all meetings of the committee (council).

e) Where Group(s) are formed they shall be entitled to have one or more members of the branch committee (council) depending on the numbers of members in the group ,i.e. 1-29 Group members – one elected representative on branch committee (council), 30 or more group members – two elected representatives on branch committee (council).

f) The committee (council) shall hold office for one year and unless those members of the branch at a general meeting have decided otherwise, all members of the committee shall be eligible for re-election.

g) Nominations for officers and membership of the committee (council) proposed by a member of the branch and seconded by two others, should be addressed to the Honorary Branch Secretary so as to reach him not later than the first day of April in each year.

6. PROCEEDINGS – POWERS AND DUTIES OF THE COMMITTEE (COUNCIL)

- a) The committee (council) shall have the power to co-opt for a specific purpose any member of the branch to serve on the committee (council) and any casual vacancy occurring thereon.
- b) The minimum quorum for a committee meeting shall be six members .The committee may appoint any sub committee and may delegate their powers and discretion to the sub committees. The quorum for a sub committee meeting shall be determined by the committee.
- c) The committee (council) shall manage the property, proceedings and affairs of the branch and shall exercise al powers of the branch which are not required to be exercised by the branch in a general meeting.
- d) In particular the committee (council) shall have the power to refuse to admit any person to membership without assigning any reason, therefore, and may terminate the membership of any person who fails to fulfil the conditions of membership. In the case of termination of membership the Branch shall report the mater to the council of the institution in the United Kingdom.
- e) The committee (council) shall meet once every two months, but if the Hon. Secretary should receive notice in writing from three members of the committee (council) requesting him to call a meeting of the committee (council). He shall do so forthwith, giving at least nine and not more than twenty-one days notice.
- f) It shall be the duty of the committee (council) to ensure that notice of all meetings, minutes of branch meetings and copies of other communications issued to members of the branch are sent as soon as available to the president and General Secretary of the Institution in the United Kingdom.
- g) The committee (council) shall not take any action not in accordance with the general policy of the institution and any resolution, either of the committee (council) or a General Meeting, which in any way affects matters of policy must be submitted forthwith to the council of the Institution in the United Kingdom.
- h) The chairman (president) and Hon. Treasurer shall be empowered to incur approved expenses on behalf of the branch and committee (council), and be authorized to operate a current banking account for this purpose and shall notify committee(council) of any action taken under this ruling.

7. GROUPS

- a) The Branch shall be divided into 9 groups whose headquarters shall be in their respective provincial capitals.
- b) Subject to the approval of the council in the United Kingdom, additional Groups may be formed by any party of members who cannot attend the meetings of existing groups owing to the difficulties of travel.

8. ALTERATION OF CONSTITUTION

This constitution shall not be altered or added to except at a general meeting of the Branch at which such alteration or addition is approved by at least two thirds of the members present, notice of the proposed alteration having been given to members.

AMENDMENTS:

The following amendment was unanimously passed at AGM on 25/04/92 strength of total membership then was not exceeding 40 Mrs. Mackwood Gen. Secretary was informed of this amendment by my letter dated 5/5/92.

“I therefore propose that the paragraphs 05 (b) and 06 (b) be temporarily suspended, and that the committee should consist of not less than seven members and the quorum for a committee Meeting shall be not less than three members till such time as out strength warrants a larger committee”